

Lied Public Library
Clarinda, Iowa
Public Library Board of Trustees
Minutes for Thursday, February, 20th 2020
5:30 pm

Lied Public Library's Mission:

To enrich the community through access to library services and cultural opportunities.

1. Meeting started at 5:30 PM at the Lied Public Library.
 - A. Called to order by President Ruth Falk.
 - B. Attendance
 - i. Present:
 1. Board Trustee Members:
 - a. Ruth Falk (President)
 - b. Evelyn Rank
 - c. Alan Ascherl
 - d. Robert Briggs
 - e. Allison Wellhausen
 - f. Andrew Hoppmann (Library Director)
 2. *Public*
 - a. Ed Geeding (arrived 5:36 pm)
 3. Board Trustee Members
 - a. Phil Tornholm
 - b. Paul Jones
 - c. Beth Rarick
 - d. Joy Nordyke
2. **Agenda Approval**
 - A. *Approval of January 16, 2020 agenda*
 - i. Evelyn Rank moved to approve the agenda, and Robert Briggs seconded; Motion passed unanimously.
3. **Minutes Approval**
 - A. *Approval of Minutes from January 16th, 2020 meeting*
 - i. Minutes were presented for approval.
 1. Robert Briggs moved to approve the minutes; Alan Ascherl seconded; Motion passed unanimously.
4. **Budget Review**
 - A. At the end of January we are 58% into fiscal year (FY) 20. Revenue is at 81.61%, expenditures is at 56.65% which places our revenue less expenditures at 51.17%. We will continue to run high in Building maintenance as we had some safety switched on the boilers that needed repair and to replace trim prior to the painting project.
 - B. Library Foundation Statements: The Foundation has merged the Outdoor Projects account into the interest bearing checking account. Andrew also included the

Foundation's 2019 fund report and statement from the library foundation. Over the past 10 years the Foundation has given over \$250,000 in support to the library.

5. Bill Approval

A. *Approval of Monthly Bills*

- a. Andrew Hoppmann explained and the Trustees discussed the monthly bills. Andrew Hoppmann made the bills/invoices available for the Trustees to review.
- b. Robert Briggs moved to approve the bills, and Alan Ascherl seconded to approve Monthly Bills; Motion passed unanimously.

6. Public Communications/Correspondence

C. *All meetings of the Library Board are open to anyone who may wish to observe the proceedings. Non-board members who wish to address the Board will be given the opportunity at this time.*

- i. Paper has started covering the Bite-Sized Book Club.
 1. Suggestion Box Comments: none

7. Board Education

- a. Andrew explained a new offering at the Library--Niche Academy. It is a new database the library has available. The database provides tutorials on how to use the library's resources. There are also tutorials on social media and other computer topics.

8. Statistical Reports

- a. Andrew Hoppmann provided the Trustees with a statistical spreadsheet.

9. Librarian's Report

- b. ***Page County Librarians Meeting/Supervisors' Meeting:*** We are working on the 1st Annual All Page County Reads, programs are coming together, we'll be focusing on the theme of suffrage as it's the 100th anniversary of the 19th amendment.
- c. ***Library Painting and Projects:*** Public Works have been prepping walls and will be replacing the wooden trim in the areas which will be painted. Also, there were two low-water valves replaced on the boilers.
- d. ***RBDigital:*** Although we saw almost 2070 checks of eMagazines from RBDigital last year, we are not renewing. (1) eMagazines are now available through Bridges our other eBook provider at no extra cost to the library (2) the cost of \$1300 for RBDigital will fund Niche Academy (\$1000/year). (3) We only had 157 users of RBDigital many were inactive.
- e. ***What's Your Next Skill Survey:*** We have a survey asking people about their skills and hobbies, <https://forms.gle/HUcFVhj6fxoxBQo69>, please take it if you have not already. We'll use this information as we do collections develop, look at things to add to our library of things and programming ideas.
- f. ***Healthy Hometown:*** Andrew has been working with the Healthy Hometown committee so the library is working on having a few programs upcoming to help

focus on moving more in the community, one example is a monthly walking club which will rotate locations in the community.

- g. **Other:** We closed on January 17th due to the weather and also ended up cancelling Laser Tag on the 18th, there's no plan to reschedule at this time. CLS STEAM Festival was held on 2-7-20 over 50 children and families visit booths the library brought one of our robots. Glenn Miller Birthplace has borrowed some of our chairs for their event this weekend. Game Day and Movie Day is Friday the 14th--Friends of the Library Book Sale 20-22---Meeting with Chamber about Programming---Andrew may be off March 11-16---ILA Lobby Day in Des Moines March 10th.

9. Committee Reports

10. Unfinished Business

A. Request Permission to Place Trees at Library--Ed Geeding, Clarinda Trees Forever; Andrew visited with City Hall and Public Works and Ed, we removed trees near the building and cut down on the number of trees. I have attached a revised plan.

- a. Evelyn Rank made a motion to grant Trees Forever permission to move forward on the project presented; Alan Ascherl seconded; Motion passed unanimously.

11. New Business

A. Policy Review: Controversial Materials: Policy attached

- a. Robert Briggs made a motion to keep the policy as written; Evelyn Rank seconded; Motion passed unanimously.

B. Policy Review: Fines and Fees:

- a. Since we have been using the State of Iowa courier service we no longer have postage cost to send and receive books between libraries, Andrew recommends we no longer charge \$2.00 for Interlibrary-Loan materials.
- b. We now have a button machine and laminator. Andrew recommends we charge \$0.50/sheet to laminate and \$0.50 for larger buttons and 2 1-inch buttons for \$0.50.
 - i. Alan Ascherl made a motion to approve the fine and fee policy as amended; Evelyn Rank seconded; Motion passed unanimously.

C. Page County Community Foundation: Andrew has submitted a grant to the Page County Community Foundation to help with updating and replacing some of our technology in the children and teen area of the library. The total project cost is around \$10,500 of which Andrew would like the board to approve \$2000 from the project fund and the Library Foundation has also been asked to donate \$2000 to the project, of which the balances of the \$6,500 was requested in the grant.

- a. Alan Ascherl made a motion to grant \$2000 from the project fund to cover the cost of the project; Robert Briggs seconded; Motion passed unanimously.

D. Appoint Committee Members: *notes committee chair

<i>Budget & Personnel</i>	<i>Technology</i>	<i>Staff Appreciation</i>	<i>Building & Grounds</i>	<i>Policy</i>
Paul Jones *	Phil Tornholm *	Joy Nordyke *	Ruth Falk *	Alan Ascherl *

Alan Ascherl	Allie Wellhausen	Beth Rarick	Joy Nordyke	Paul Jones
Beth Rarick	Evelyn Rank	Bob Briggs	Bob Briggs	Evelyn Rank

12. Adjourn

- A. Next meeting is March 19th at 5:30 p.m.
- B. Ruth Falk called the meeting to adjourn.
 - a. Meeting adjourned at 6:32 p.m.

Attest: Beth Rarick 3-19-20 (date) President: Ruth Falk 3-19-2020 (date)